

## RECORDS MANAGEMENT POLICY

<b>Approving authority</b>	Governing Board
<b>Purpose</b>	The purpose of this policy is to define policy and procedures for records management.
<b>Responsible Officer</b>	Executive Director
<b>Next scheduled review</b>	September 2023
<b>Document Location</b>	<a href="http://www.ozford.edu.au/higher-education/life-at-ozford/">http://www.ozford.edu.au/higher-education/life-at-ozford/</a>
<b>Associated documents</b>	Admissions Policy & Procedure Assessment Policy & Procedure Academic Progress Policy & Procedure Academic Integrity Policy & Procedure Credit Transfer and Articulation Policy Conferral of Academic Qualification Policy & Procedure

### 1. PRINCIPLES

The Institute of Higher Education (herein referred to as the “Institute”) will ensure that all required information relating to students will be stored appropriately with controls over access; that this data is accurate, complete and current with appropriate back-up arrangements in place.

### 2. SCOPE

This policy applies to all data collecting from students.

### 3. DEFINITIONS

**Records:** records information in any form including data in computer systems, created or retrieved and maintained by the Institute and kept as evidence of activities.

### 4. POLICY

- 4.1 The management of records at the Institute is the responsibility of all staff in a varying capacity. The records/files/documentation are categorised into financials, on line documentation, the Institute’s specific documentation and other data to ensure records can be accessed in a timely manner.
- 4.2 The Institute will ensure the retention, archiving and timely retrieval of sufficient information on client results to enable the re-issue of a qualification or statement of attainment if required.
- 4.3 The Institute will comply with any regulatory or legislative requirements in relation to the management or retention of records.
- 4.4 The Institute will comply with external reporting requirements as required.

### 5. QUALITY ASSURANCE

To ensure that this policy is fit for purpose and meet the requirements of the HES

Threshold Standards the policy will be;

- 5.1 internally endorsed by the Executive Management Team on development or review, prior to approval by Governing Board, or the Academic Board or other delegated authority;
- 5.2 externally reviewed as part of any independent review of the HES Threshold Standards approved by the Governing Board;
- 5.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier).
- 5.4 referenced to the applicable HES threshold Standard and/or other legislation/regulation.

## 6. FEEDBACK

Feedback or comments on this policy is welcomed by the listed Responsible officers of the Institute.

## 7. ACKNOWLEDGEMENTS

This policy was initially developed with reference to the following institution's policy: Ozford College of Business, Records Management Policy, January 2016.

Australian Catholic University, Record and Archive Management Policy, August 2018

## 8. VERSION CONTROL

Version	Date approved	Description	Approved by
1.0	June 2014	Initial issue	GB
2.0	May 2017	Internal review	GB
3.0	September 2018	Internal review	GB
4.0	May 2019	Internal review	GB
5.0	October 2020	Internal review	GB
Related legislation/ regulation/standar d	HES Threshold Standards 2015 ESOS National Code 2018		